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Meeting Minutes

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**Council of Academic Deans
CAD Minutes
April 5, 2017
1:30 p.m.**

Voting Members Present: Cheryl Stevens, Sam Evans, Connie Foster, Jeff Katz, Scott Lyons, Merrall Price (for Dennis George), Andrew McMichael (for Larry Snyder) and Neale Chumbler

Advisory Members Present: David Lee, Richard Miller, Craig Cobane, Cheryl Davis, Brian Meredith, Doug McElroy, Sylvia Gaiko, Ladonna Hunton, and Amber Scott Belt.

Guests Present: Meaghan Dolan, Anna Yacovon and Anna Williams

I. Approval of March 22, 2017 Minutes

Dean Evans made a motion, seconded by Dean Stevens, to approve the minutes from the March 22, 2017 CAD Meeting. The motion passed without dissent.

II. Information Item:

A. Faculty Fulbright Opportunities

Anna Yacovon reminded deans and guests that there are still some opportunities this week to learn more about Fulbright programs. Meaghan Dolan from the Institute of International Education provided deans and guests with an overview of Fulbright opportunities for scholars and Institute of International Education seminars for high level administrators concerning campus internationalization.

Some of the Fulbright engagement opportunities Meaghan mentioned were: Fulbright scholars, host a scholar, host an outreach lecturer, and scholar-in-residence. She emphasized the significance of Fulbright participation in developing relationships with global partners around the world.

Meaghan reminded deans and guests of possible ways in which WKU may support Fulbright program participation (e.g. encouragement, support, recognition and follow-up). Specific areas of needed support include:

- peer assistance with application review;
- Office of Sponsored Program funding opportunities;
- providing alumni a forum to share their Fulbright experience;
- helping faculty to better understand their eligibility for sabbatical and/or other types of leave as well as how participation may affect the tenure clock;
- addressing benefits and salary coverage during Fulbright participation; and
- identifying ways the University may reward and/or recognize faculty for Fulbright participation.

Dr. Cobane recommended the creation of aspirational guidelines perhaps through the Office of International Programs. Meaghan Dolan indicated that the outreach team in her office could work with OIP to draft such guidelines. Provost Lee encouraged Dr. Cobane and his team to explore the creation of aspirational guidelines with respect to WKU participation in Fulbright opportunities.

B. Revised Policy 3.8011 *Carry Forward of Year-End Funds Policy*

Provost Lee introduced the newly revised Policy 3.8011 *Carry Forward of Year-End Funds Policy*. Dr. Hunton indicated that the Division would get a lump sum bill and there are plans to discuss in the future how the debt will be divided up among the colleges and academic units. Drs. Cobane and Stevens asked if there were any available budget guidelines. Provost Lee indicated that the Administrative Council would be discussing such on Monday and he would follow-up with the group as soon as he has the necessary information to share.

C. Overview of SACS/COC Substantive Change

Vice Provost Miller reminded deans and guests to review Policy 1.4012 *Substantive Change*. He indicated that he and Dr. Gaiko attended a discussion last week involving changes in SACS/COC policy. Vice Provost Miller believes these changes may have major implications for WKU in that we must insure we remain in compliance with the substantive change guidelines issued by SACS/COC.

Dr. Gaiko shared with deans and guests some of the recent updates to the SACS/COC substantive change policies. Vice Provost Miller informed deans and guests that there is now a form available on-line that must be completed and submitted with each substantive change prospectus.

Respectfully Submitted,

Amber Scott Belt